



**UTAH DEPARTMENT OF TRANSPORTATION**  
**CONSULTANT SERVICES**  
**CONTRACT AND/OR MODIFICATION CHECKLIST**

**Consultants, Local Government Project Manager(s), and UDOT Project Managers,**

If you are selected for any UDOT or Local Government Project you will need to prepare the standard contracting information below for every new contract and every modification request. Consultants will need to send the information required below as a complete package to the appropriate UDOT Project Manager for review and approval.

The UDOT Project Manager will then forward all contract and modification items to Consultant Services for contract or modification preparation. This may be a two-step process or you may send the items below as one package to my attention.

For large detailed projects please make sure that each item listed below is on a separate page. Page headers and/or Footers are recommended for all Consultant and Sub-Consultant items. Consultant Services suggests you identify: Project Number, Project Description, CID #, PIN #, and the UDOT Project Manager and Local Government, if applicable.

Mandatory Project Manager Items	Mandatory Consultant Items
<ul style="list-style-type: none"> <li>• <b>Scope of Work</b></li> <li>• <b>Independent Cost Estimate (ICE)</b></li> <li>• <b>ePM 505 Screen Print</b></li> <li>• <b>Request Memo (Financial Screening Memo)</b> (Verifies overhead rate &amp; pool dollar availability.)</li> <li>• <b>UDOT Project Manager Approval Memo</b> (Verifies completion date &amp; cost proposal amount.)</li> <li>• <b>R-709 (Authorization of Funding Request)</b> Project Managers are responsible for preparing and submitting an R-709 Form for Federal and State funded projects. Please include a copy of the R-709 Form with the Contract or Modification Request.</li> <li>• <b>Local Government Project Manager Review Memo (or Concurrence Letter)</b> (Applicable to Local Government projects) The Memo must include the amount approved, consultant, consultant selection method, completion date, cooperative agreement is in place, and any other information the local government wants to include in the contract or modification.</li> <li>• <b>Cooperative Agreement</b> (Applicable to Local Government projects) An R-709 is required for all ROW and Design-by-LG Coops.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Executive Summary</b> Address the following four points: <ul style="list-style-type: none"> <li>○ Brief Description;</li> <li>○ Project Unknowns;</li> <li>○ Phasing; and,</li> <li>○ Fee Type.</li> </ul> </li> <li>• <b>Work Plan</b> Identify tasks &amp; deliverables.</li> <li>• <b>QC/QA Plan/Checklist (Form)</b></li> <li>• <b>Staffing Plan (Form)</b> Explain any variance between the “Rate of Pay” and “Rate on Cost Proposal” in a footnote.</li> <li>• <b>Work Schedule</b> Identify major milestones, midpoint evaluation date &amp; completion date.</li> <li>• <b>Insurance Requirement</b> Provide a project-specific Certificate of Insurance naming the State of Utah, UDOT, (&amp; Local Government when applicable) as additional insured.</li> <li>• <b>Cost Proposal</b> Use Approved Overhead Rate.</li> <li>• <b>Subconsultant Information</b> (Same requirements as above)</li> </ul>

Please contact **Gaye Hettrick, Consultant Services Manager**, if you have any questions at (801) 965-4639 or at [ghettrick@utah.gov](mailto:ghettrick@utah.gov). I will be happy to do one-on-one contract preparation training with you.